

**51321 – CORRECTIONS OFFICER
CITY OF PARMA
018 – DETENTIONS / POLICE DEPARTMENT**

JOB SUMMARY

The **Corrections Officer** works under the administrative direction of the Chief of Police and is under the direct supervision of the Corrections Supervisor and Jail Administrator. The incumbent executes and enforces policies, procedures, rules and regulations of the Parma Detention Center and the Parma Police Department. The Corrections Officer is directly responsible for ensuring that the inmates housed in the City of Parma Detention Center comply with the rules of the facility. Responsibilities include booking inmates; searching inmates; providing direct care, custody and control of inmates; and various administrative and maintenance duties such as fiduciary and housekeeping responsibilities. The incumbent maintains active certifications in Law Enforcement Automated Data System (L.E.A.D.S.), National Crime Information Center (N.C.I.C.) and senior breathalyzer operation (Intoxylizer 8000). The position of Corrections Officer is evaluated on an annual basis by the Corrections Supervisor. Performance of the core objectives of the position are essential job functions. This position (Class II: full time and Class III: part time) is “Classified” within the Civil Service of the City of Parma.

WORK ACTIVITIES

- Acts as a liaison between the Corrections Supervisors, the Jail Administrator, the public and various departments of the city *
- Screens calls, visitors, correspondence and communicates in a professional manner to the public *
- Responds to sensitive requests for information and assistance *
- Compiles various reports for management, maintains/creates files and logs; prepares forms, reports and memos (utilizing Microsoft Office Suite) *
- Acts as a field training officer for newly hired Corrections Officers *
- Maintains order and control in the facility; responds to certain inmates requests *
- Responds to incidents occurring in the Detention Center; makes suggestions for operational improvement*
- Follows policies and procedures, enforces inmate regulations/standards in accordance with requirements for a full-service jail as designated in standards set forth in rules 5120 et.al. of the Administrative Code of Ohio *
- Performs all functions of the jail division of the Parma Police Department from reception through release of inmates *
- Ensures the safe, secure operation of the City of Parma Detention Center *
- Ensures the coordination of detention facility activities with the Parma Municipal Court and Parma Police Department operations *
- Directs all activities as assignment/duty-post requires *
- Exercises direct control and supervision in a fair and impartial manner over persons confined in the Detention Center *

- Performs fiduciary functions relative to inmate property, cash bonds and inmate commissary accounts *
- Handles highly confidential documents; maintains confidentiality of information received *
- Refers inmate medical issues to the City Doctor or Nurse Practitioner and dispenses inmate medications *
- Initiates investigations and inspections; provides requests for maintenance and repair *
- Responds to all emergencies within the Detention Center *
- Maintains sanitation of work areas, including cleaning/sanitizing all equipment *
- Performs all other related duties as assigned by the Corrections Supervisor, Jail Administrator, Chief of Police Supervisor or designee, or Acting Supervisor +

* Denotes Essential Job Functions

+ Denotes Essential Job Functions, Scheduling Accommodations Possible

TOOLS AND EQUIPMENT

- Live-Scan Fingerprint Equipment/Manual Fingerprint Equipment
- Computerized Booking and Date Entry Equipment/Software/TAC System
- General Office Equipment
- Fax Machine/Copy Machine
- Video Arraignment Equipment
- Physical Restraints/OC Spray/Taser (optional)
- Blood Alcohol and Drug Testing Devices (Portable and Intoxylizer 8000)
- I.D. Camera/Communications System
- Portable Radio
- Videotape Equipment/Digital Equipment/DVR and Recording Equipment
- Fire Suppression Equipment
- Department Vehicle

JOB CONTEXT

The Corrections Officer must be able to work all shifts, on a flexible schedule with rotating days off. This position is offered as full time (with benefits) or part time (without benefits); full time works a 40-hour work week; part time works on an as-needed basis, operating 12 months a year. Regular and consistent onsite attendance is an essential job function. The incumbent works in a temperature-controlled environment of the Detention Center. The stress level of the position varies from low to high. The physical activities are medium to high, as mobility and use of force are required.

JOB QUALIFICATIONS

Upon hire, a Corrections Officer must have:

- A high school diploma or equivalent
- Reached the age of 21 years old
- A valid State of Ohio Driver's License
- Ability to communicate effectively in both oral and written form
- U.S. citizenship and ability to read and write English
- Ability to use Microsoft Office Suite software including Outlook, WinWord, Excel, Access and PowerPoint (*preferred*)
- Supervisory skills
- Ability to work independently without direct supervision
- Ability to present oneself satisfactorily in an oral interview

After hire, a Corrections Officer must have:

- Training in Parma Police Department and Parma Detention Center policies and procedures within 120 days of employment
- Completion of training packet/examination as issued by Corrections Supervisor
- Obtain and maintain certification in L.E.A.D.S. and N.C.I.C.
- Obtain and maintain certification in senior breathalyzer operation (Intoxylizer 8000)
- Maintain a thorough knowledge of departmental procedures
- The ability to compose reports and become familiar with Detention Center forms
- Sworn in as a Deputy Clerk
- Within the first year of assignment, Certification in Ohio Peace Officer Training Academy (OPOTA) Basic Training for Full-Service Jail Personnel as set forth by the Minimum Standards for Full-Service Jails in the State of Ohio (currently 136-140 hours). Training shall include but not limited to:
 1. Overview of "Minimum Standards for Jails in Ohio"
 2. Interpersonal Communication
 3. Overview of the Criminal Justice System
 4. Supervision of Inmates
 5. Crisis Intervention
 6. Stress Management and the Correctional Officer
 7. Basic Security Duties
 8. Body Searches; Clothed and Unclothed
 9. Fire Safety
 10. Inmate Discipline
 11. Inmate Booking, Health Screening, Identification, Fingerprinting and Photographing
 12. Cell and Living Area Searches
 13. Transportation of Inmates
 14. Legal Aspects of Corrections
 15. Courtroom Testimony
 16. Suicide Prevention, Detection and Response
 17. Inmate Abnormal Behavior

18. Handling Medical Problems
19. Substance Abuse
20. Report Writing
21. Psychological Aspects of Incarceration
22. Use of Force
23. Unarmed Self Defense
24. First Aid/CPR-AED
25. Hostage Situations
26. Fights, Riots and Disorders
27. Escapes
28. Cultural Diversity
29. Ethics and Professionalism

In accord with the Collective Bargaining Agreement between the City of Parma and the Fraternal Order of Police, Lodge 15 (Corrections Officers Unit), which expired Dec. 31, 2020, the starting salary for a full-time Class II Corrections Officer is \$37,487.06. In accordance with City Ordinance 423-06, the starting pay for a part-time Class III Corrections Officer will be the lowest hourly rate of a Class II Corrections Officer. The City of Parma is an equal opportunity employer.

All newly hired full-time employees will be required to serve a probationary period of six (6) months. During such period, the Employer shall have the sole discretion to discipline or discharge such employee(s) and any such action shall not be appealable through any Grievance or Arbitration Procedures contained herein or to any Civil Service Commission.

Promotional probationary period shall be six (6) months in accordance with the above referenced Collective Bargaining Agreement. During such period, the Employer shall have the sole discretion to demote such employee(s) to his/her previous position and any such demotion shall not be appealable through any Grievance or Arbitration Procedures or to any Civil Service Commission.

**018-51321/Rev.081717;
10.10.19**

Approved by Civil Service Commission on 10/02/17